



Electronic Wage Reporting System

AccuW2C 2001 User's Guide

Prepared for:
Social Security Administration
6401 Security Boulevard
Woodlawn, Maryland 21235

October 2001

For Official Use Only



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1. Introduction

The AccuW2C 2001 application was designed to check the accuracy of the format of the user's wage report correction data prior to sending them to the Social Security Administration (SSA) for processing. Specifically, the AccuW2C 2001 application checks the wage report correction to ensure it complies with the Magnetic Media Reporting and Electronic Filing (MMREF)-2 format and provides error reports listing all errors found in the wage report correction.

IMPORTANT: The AccuW2C 2001 application identifies many, but not all, errors. The likelihood of submission rejection, though not eliminated, is greatly reduced when using this application.

2. Required Configuration

SSA recommends that all submitters with wage report corrections and personal computers (PCs) meeting the criteria listed below use the AccuW2C 2001 application.

2.1 Wage Report Correction Criteria

- Wage report corrections must be in the MMREF-2 format and
- Wage report corrections prepared for tape and cartridge must be converted to American Standard Code for Information Interchange (ASCII) files.

2.2 Minimum System Configuration

- International Business Machines (IBM) compatible;
- 486-class chip or higher;
- Minimum of eight (8) megabytes (MB) of random access memory (RAM) for the 16-bit application;
- Minimum of 16 MB of RAM for the 32-bit application;
- Windows 3.1 environment (or higher) for the 16-bit application and
- Windows 95 environment (or higher) for the 32-bit application.

3. AccuW2C 2001 Performance Standards

Testing times will vary based on the type of PC the test is being run on and the number of records tested. The tables below list run times for different file sizes on machines with 486 and Pentium processors for the 16-bit application and Pentium processors for the 32-bit application. These times were based on files that had no errors, were run from the hard drive and were tested with only the AccuW2C 2001 application running.

AccuW2C 2001 16-bit Application

Type of Machine	File Size	Completion Time (at least)
486 DX2 66 MHz	200 Records	11 minutes, 48 seconds
	300 Records	16 minutes, 57 seconds
	500 Records	26 minutes, 11 seconds
	900 Records	48 minutes, 10 seconds
	1200 Records	66 minutes, 32 seconds
Pentium 133 MHz	200 Records	02 minutes, 23 seconds
	300 Records	03 minutes, 26 seconds
	500 Records	06 minutes, 00 seconds
	900 Records	11 minutes, 09 seconds
	1200 Records	15 minutes, 34 seconds

AccuW2C 2001 32-bit Application

Type of Machine	File Size	Completion Time (at least)
Pentium 133 MHz	200 Records	02 minutes, 00 seconds
	300 Records	03 minutes, 01 second
	500 Records	05 minutes, 02 seconds
	900 Records	09 minutes, 22 seconds
	1200 Records	13 minutes, 32 seconds

4. Download

The AccuW2C 2001 16-bit and 32-bit applications are available for download from the Internet at SSA's web site (www.ssa.gov). The downloadable file is formatted and stored on SSA's web site as a self-installing compressed file. The subsections below provide instructions for downloading the application from SSA's Web Site.

4.1 Downloading the Application from SSA's Web Site

1. Close all programs except Windows.
2. From the Web Browser enter: **<http://www.ssa.gov>**.
3. Under Services for Business, click on **Employer wage reporting**.
4. Click on the **Wage Reporting Software** link.
5. Click on the **AccuWage & AccuW2C for Tax Year 2001** link for information about MMREF and AccuW2C.
6. Click on the **Download AccuWage/AccuW2C** link to download the software.
7. **Choose the download option.** There are two (2) versions of the AccuW2C software that can be downloaded: 16-bit and 32-bit. AccuW2C 16-bit and 32-bit software can be downloaded directly to the hard drive in a single file. Additionally, the AccuW2C 16-bit software can be downloaded to multiple disks. **Prior to downloading the multiple file installation, it is highly recommended that the user pre-label the disks (disk 1 of 3, etc.) prior to downloading.**
 - The 16-bit version of AccuW2C is designed to work with PCs using the Windows 3.1 operating system, as well as Windows 95/98/2000/NT/ME.
 - The 32-bit version of AccuW2C is designed to work with PCs using Windows 95/98/2000/NT/ME operating systems. The 32-bit version performs faster.
8. Choose the designated file storage and click **Save**.

5. Installing the Application

5.1 Windows 3.1 16-bit Installation (Single and Multiple Disk)

1. Open the File Manager or Windows Explorer.
2. Locate the file name:
 - **aw2c16s.exe** for single file installation of the 16-bit application or
 - **aw2c16m.exe** for multiple file installation of the 16-bit application.

NOTE: If saved on disks, insert disk number 1 into the floppy drive and double click on the filename. Continue with steps 4 through 7 mentioned below. AccuW2C prompts the user for the 2nd disk and the 3rd disk.

3. **Double click** on the file to start installation. The **Installation Welcome** screen appears.
4. Click the **Next** button to continue installation.
5. The installation program creates a directory and stores the application in **C:\AW2C01**.
6. The **Choose Destination Location** screen appears.
 - a) To use the default directory, click the **Next** button
or
 - b) To specify a different directory/folder to store the software:
 - Click the **Browse** button.
 - When the **Select Destination Directory** box opens, **type the path** or **select a directory/folder** using the **Drive** and **Directories** boxes.
 - If you type the path and specify a directory/folder that does not exist, the installation program creates it at the beginning of the installation process.
 - Click the **OK** button when done.
 - Click the **Next** button to continue with the installation.
7. The **Backup Replaced Files** screen appears. For users who have installed a previous version of the AccuW2C application, this screen provides the option to save a copy of the files that are replaced during installation.
 - a) Choose **No** to write over all existing files and click the **Next** button to continue with installation
or
 - b) Choose **Yes** to make a backup of existing files. The computer selects a directory destination. The user may select a different destination by clicking the **Browse** button. The **Select File Destination** screen appears.
 - When the **Change Directory** box opens, type the path or click the **Browse** button and select a directory/folder using the Drive and Directories boxes.
 - Click **OK**.
 - Click the **Next** button to continue with installation.
8. The **Start Installation** screen appears.
 - Click the **Next** button to continue with the installation.

- Click the **Back** button to go to previous installation options and change settings previously chosen, if desired.
 - Click the **Cancel** button to stop installation.
9. During installation, the **Status** box appears on the screen, indicating installation progress.
 10. When installation is complete, a pop-up message appears on the screen. An AccuW2C icon is created on the **Desktop** and on the **Start Menu** in the **Programs** section for Windows 95 (or higher) environment. The user may need to restart Windows for the AccuW2C 2001 application to be ready to use.
 11. To **conserve space** on your hard drive, you may delete the single file installation's executable from the download folder.

5.2 Windows 95 and Higher 16-bit Installation (Single and Multiple Disk)

1. Open the File Manager or Windows Explorer.
2. Locate the file name:
 - **aw2c16s.exe** for single file installation of the 16-bit application or
 - **aw2c16m.exe** for multiple file installation of the 16-bit application.

NOTE: If saved on disks, insert disk number 1 into the floppy drive and double click on the filename. Continue with steps 4 through 7 mentioned below. AccuW2C prompts the user for the 2nd disk and the 3rd disk.

3. **Double click** on the file to start installation. The **Installation Welcome** screen appears.
4. Click the **Next** button to continue installation.
 - The installation program creates a directory and stores the application in **C:\Program Files\AW2C01**.
5. The **Choose Destination Location** screen appears.
 - a) To use the default directory, click the **Next** button
or
 - b) To specify a different directory/folder to store the software:
 - Click the **Browse** button.
 - When the **Select Destination Directory** box opens, **type the path** or **select a directory/folder** using the **Drive** and **Directories** boxes.
 - If you type the path and specify a directory/folder that does not exist, the installation program creates it at the beginning of the installation process.
 - Click the **OK** button when done.
 - Click the **Next** button to continue with the installation.
6. The **Backup Replaced Files** screen appears. For users who have installed a previous version of the AccuW2C application, this screen provides the option to save a copy of the files that are replaced during installation.
 - a) Choose **No** to write over all existing files and click the **Next** button to continue with installation
or

- b) Choose **Yes** to make a backup of existing files. The computer selects a directory destination. The user may select a different destination by clicking the **Browse** button. The **Select File Destination** screen appears.
 - When the **Change Directory** box opens, type the path or click the **Browse** button and select a directory/folder using the Drive and Directories boxes.
 - Click **OK**.
 - Click the **Next** button to continue with installation.
- 7. The **Start Installation** screen appears.
 - Click the **Next** button to continue with the installation.
 - Click the **Back** button to go to previous installation options and change settings previously chosen, if desired.
 - Click the **Cancel** button to stop installation.
- 8. During installation, the **Status** box appears on the screen, indicating installation progress.
- 9. When installation is complete, a pop-up message appears on the screen. An AccuW2C icon is created on the **Desktop** and on the **Start Menu** in the **Programs** section for Windows 95 (or higher) environment. The user may need to restart Windows for the AccuW2C 2001 application to be ready to use.
- 10. To **conserve space** on your hard drive, you may delete the single file installation's executable from the download folder.

5.3 AccuW2C Installation 32-bit (Single and Multiple Disk)

- 1. Open the File Manager or Windows Explorer.
 - 2. Locate the file name:
 - **aw2c32s.exe** for single file installation of the 32-bit application or
 - **aw2c32m.exe** for multiple file installation of the 32-bit application.
- NOTE:** If saved on disks, insert disk number 1 into the floppy drive and double click on the filename. Continue with steps 4 through 7 mentioned below. AccuW2C prompts the user for the 2nd disk and the 3rd disk.
- 3. **Double click** on the file to start installation. The **Installation Welcome** screen appears.
 - 4. Click the **Next** button to continue installation.
 - The installation program creates a directory and stores the application in **C:\Program Files\AccuW2C 2001**.
 - 5. The **Choose Destination Location** screen appears.
 - a) To use the default directory, click the **Next** button
or
 - b) To specify a different directory/folder to store the software:
 - Click the **Browse** button.
 - When the **Select Destination Directory** box opens, **type the path** or **select a directory/folder** using the **Drive** and **Directories** boxes.
 - If you type the path and specify a directory/folder that does not exist, the installation program creates it at the beginning of the installation process.

- Click the **OK** button when done.
- Click the **Next** button to continue with the installation.
- 6. The **Backup Replaced Files** screen appears. For users who have installed a previous version of the AccuW2C application, this screen provides the option to save a copy of the files that are replaced during installation.
 - a) Choose **No** to write over all existing files and click the **Next** button to continue with installation
or
 - b) Choose **Yes** to make a backup of existing files. The computer selects a directory destination. The user may select a different destination by clicking the **Browse** button. The **Select File Destination** screen appears.
- When the **Change Directory** box opens, type the path or click the **Browse** button and select a directory/folder using the Drive and Directories boxes.
- Click **OK**.
- Click the **Next** button to continue with installation.
- 7. The **Start Installation** screen appears.
 - Click the **Next** button to continue with the installation.
 - Click the **Back** button to go to previous installation options and change settings previously chosen, if desired.
 - Click the **Cancel** button to stop installation.
- 8. During installation, the **Status** box appears on the screen, indicating installation progress.
- 9. When installation is complete, a message appears on the screen. An AccuW2C icon is created on the **Desktop** and on the **Start Menu** in the **Programs** section for Windows 95 (or higher) environment. The user may need to restart Windows for the AccuW2C 2001 application to be ready to use.
- 10. To **conserve space** on your hard drive, you may delete the single file installation's executable from the download folder.

5.4 Installation Errors

The error message shown in *Figure 1* indicates that the Dynamic Linked Library (DLL) listed is currently in use. If you receive the following error message, click **Ignore** to continue with the installation. AccuW2C will install and function normally.

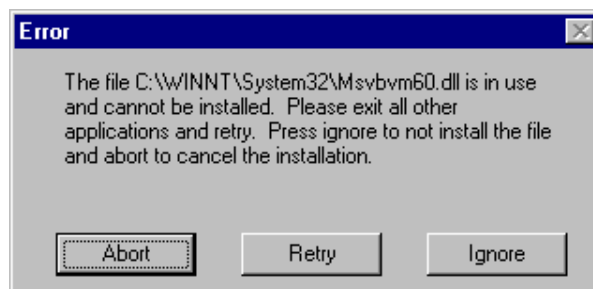


Figure 1: Installation Error Message

5.5 Uninstalling AccuW2C

To uninstall the AccuW2C application, double click on the uninstall icon in the AccuW2C folder.

6. Using AccuW2C with Assistive Devices

Section 508 of the Rehabilitation Act requires Federal agencies to make their electronic and information technology accessible to people with disabilities.

SSA recommends that people using assistive devices and keyboard-only users navigate the AccuW2C application using pull down menus rather than the command buttons. SSA also recommends that people using assistive devices use the Error Report function (*see Section 16*) to read errors on the screen. This screen is easier to navigate with assistive devices than the Records with Errors screen (*see Section 12*).

7. Starting the Application

The installation process creates a folder for storing the AccuW2C 2001 application in the Windows Program Files. For systems running Windows 95/98/2000/NT/ME, a shortcut icon to the application is created automatically on the desktop and to the start menu for both the 16-bit application and the 32-bit application.

7.1 Starting the Application in Windows 3.1

1. Locate the **AccuW2C group** created during installation.
2. Double click on the **group** to open it.
3. Double click on the **AccuW2C01 16-bit icon** to start the application. The **Welcome Screen** appears.

7.2 Starting the Application in Windows 95/98/2000/NT/ME

1. Click on the **Start Menu**.
2. Click on the **AccuW2C01 32-bit icon** to start the application. The **Welcome Screen** appears.

or

Look in the **Programs** section of the **Start Menu** and click on the **AccuW2C 2001 32-bit** for the 32-bit application. The **Welcome Screen** appears.

8. Screen Elements



Figure 2: 16-bit Welcome Screen

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Figure 3: 32-bit Welcome Screen

Title Bar

The Title Bar is located at the top of the screen and in *Figure 3* contains "AccuW2C 2001 32-bit". Title Bars identify the function of the screen and provide access to the Minimize, Maximize and Close buttons.

Minimize Button

The Minimize Button reduces the application to its smallest size. In Windows 3.1, the application is reduced to an icon (picture). In Windows 95 (or higher), the application is reduced to a button on the Task Bar. To minimize the current window, click on the Minimize button.

Maximize Button

When the Maximize Button is clicked, the application window fills the screen. To maximize the current window, click on the Maximize button.

Close Button

The Close Button closes the application. To close the current window, click on the **Close** button.

Menu Bar

The Menu Bar contains the Test, View and Help options. Menu options can be selected two (2) ways:

- Mouse – Click and drag to the desired selection and release the mouse button
or
- Keyboard – Press **ALT** and the underlined letter of the menu option simultaneously. For example: to access **Test**, press **ALT** and **T** at the same time.

Command Buttons

The Command Buttons are located on the right side of the application window. There are two (2) types of command buttons:

- **Enabled** – Enabled buttons are available for use and the button text is black.
- **Disabled** – Disabled buttons are not available and the button text is light gray.

Command button availability depends on user actions. For example: if wage records have not been tested, the **View Records Tested** button is not available.

9. Starting the Test

9.1 Starting the Test

1. Click the **Start Testing** button
or
Choose **Test** and **Start New** from the menu.
2. The dialog box shown in *Figure 4* or *Figure 5* appears.

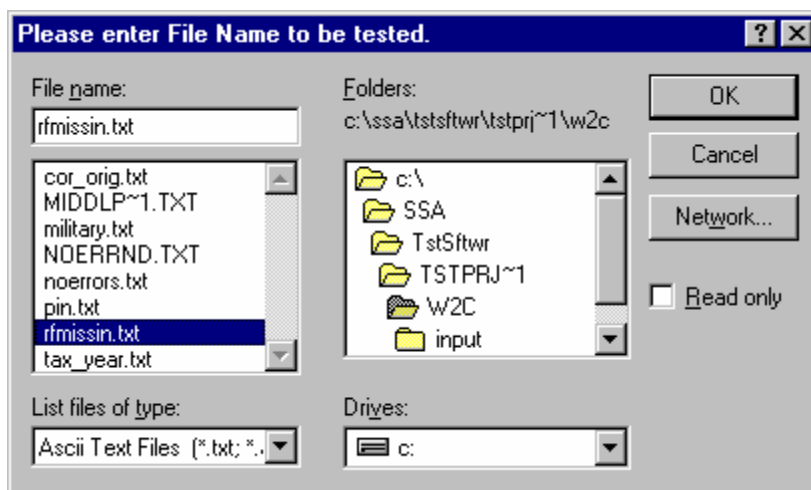


Figure 4: 16-bit File Dialog Box – Choosing the Wage Record to Test

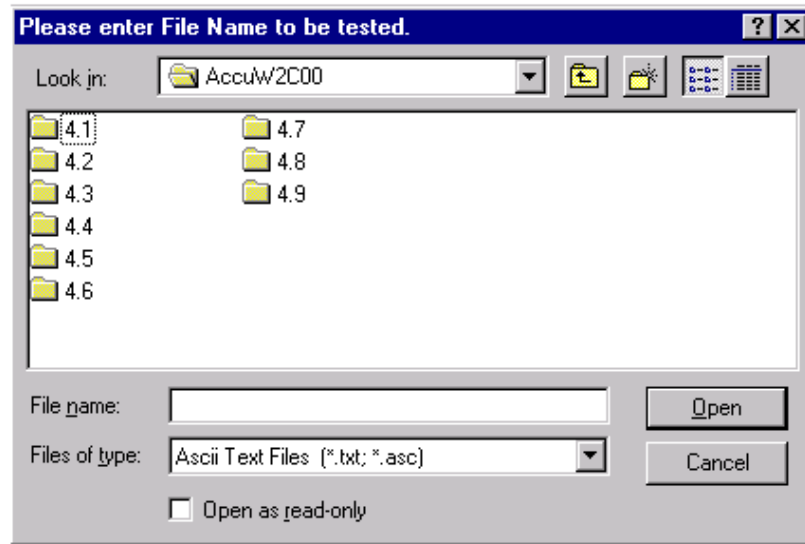


Figure 5: 32-bit File Dialog Box – Choosing the Wage Record to Test

3. Check the box under **List files of type** (16-bit application) or **Files of type** (32-bit application). If it does not display **ASCII Test Files (*.txt; *.asc)**, then click the **down** arrow next to the option and choose **ASCII Test Files (*.txt; *.asc)**.
4. Click the **Drives** box if 16-bit or **Look in** box if 32-bit and **choose the drive** where wage report corrections are stored.
5. Double click the **folders/directories** for 16-bit or click on the **Folder** for 32-bit and **locate the folder/directory** where wage report corrections are stored.
6. Double click the **wage report correction file** when it appears under **File name**.
7. Click the **OK** button if 16-bit or the **Open** button if 32-bit or double click on the file itself to open it.

NOTE: If you are testing multiple disks or multiple data files, see *Section 15* for details specific to this situation.

10. The Testing Process

After the wage report correction is selected, testing begins automatically and the status bar shown in *Figure 6* appears on the bottom of the screen. The status bar displays the record number currently being processed along with a red progress bar. When the red progress bar reaches the end of the box, testing is complete.



Figure 6: Testing Status Bar

11. Completed Tests

Once AccuW2C has completed testing all records, it indicates whether or not there are errors. Details on how to interpret and correct errors are found in the sections that follow. If there are no errors, a pop-up message box (shown in *Figure 7*) appears asking if you would like to connect to the Online Wage Reporting Service (OWRS) to submit your files (this functionality will not be available until 01/08/2002).

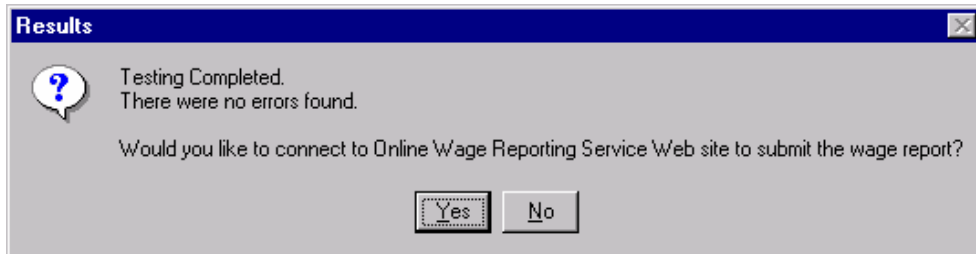


Figure 7: Results Message Box

If you click **No**, you will be returned to the **AccuW2C Welcome** screen.

If you click **Yes**, you will be automatically connected via your default browser to the Employer Services Online (ESO) Web Page. If no default browser exists or AccuW2C cannot find it, one of two error messages will be displayed as pictured in *Figure 8* and *Figure 9*. They indicate that either a default browser has not been defined or the default browser defined could not be found.



Figure 8: No Default Browser Error Message

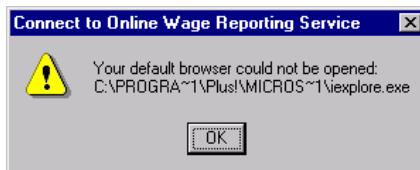


Figure 9: Default Browser Not Found Error Message

12. Records with Errors Screen

When testing is complete and errors are present, the **Records with Errors** Screen shown in *Figure 10* is automatically displayed.

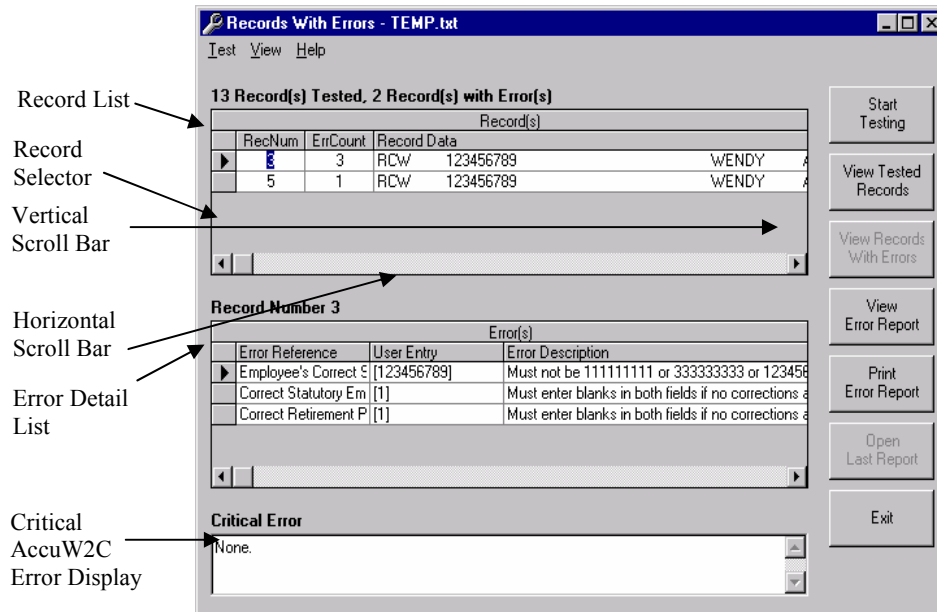


Figure 10: Records with Errors Screen

Record List

The record list displays tested records that contain errors. Use it to locate and select records that need further examination. The Record List contains the following:

- **RecNum** - displays the number of the record.
- **ErrCount** - displays the number of errors in that record.
- **Record Data** - displays the data in the record, starting with the first position.
- **Record Selector** - indicates which record is selected in the Record List. Details of the selected record appears in the Error Detail List.

Error Detail List

The Error Detail List displays fields with error(s) for the record selected in the record list. It contains the following columns:

- **Error Reference** - displays the field name.
- **User Entry** - displays field data inside of brackets.
- **Error Description** - displays the error message and data specifications.

Critical AccuW2C Error Display

When a critical AccuW2C error is encountered, testing terminates. These errors must be corrected in order to continue testing the entire wage report correction. The display describes the nature and location of the error.

Scroll Bars

The Record List, the Error Detail List and the Critical AccuW2C Error field contain scroll bars. Scroll bars are used for viewing additional information in these lists. There are two (2) scroll bars: horizontal and vertical.

13. Viewing Records with Errors

Not all data is visible when initially viewing records with errors. To quickly view an error message in its entirety, place and hold the mouse pointer over the error description. When the mouse pointer is held there, a pop-up box with the full error message appears.

To view additional data, (e.g., records, descriptions, data or errors) use the techniques outlined below. The instructions presented can be applied to the Record List and Error Detail List on both the Records with Errors and Tested Records screens.

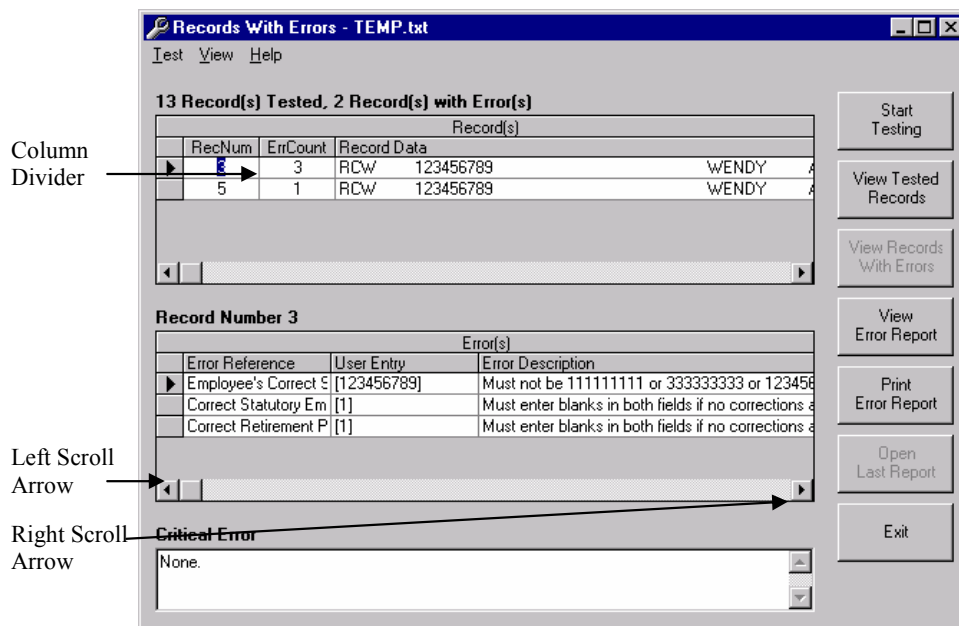
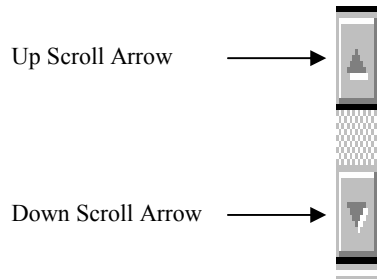


Figure 11: Records with Errors Screen

13.1 Viewing Additional Data in Columns

1. Place the mouse pointer on the **Right Scroll** arrow below the list.
2. Click the left **Mouse** button once.
3. Additional data appears in the last column of the list.

13.2 Viewing Additional Lines in the Lists



1. Place the mouse cursor on the **Scroll Down** arrow to the right of the list.
2. Click the left **Mouse** button.
3. Another line appears at the bottom of the list.

13.3 Using Scroll Buttons



Use scroll buttons instead of scroll arrows to browse through a list quickly. Scroll buttons can be used for both vertical and horizontal movement.

1. Place the mouse pointer over the **Scroll button**.
2. Click the left **Mouse** button and hold it down.
3. Drag the **Scroll** button down the **Vertical scroll** bar or across the **Horizontal scroll** bar.
4. Release the **Mouse** button when the desired data is visible.

13.4 Selecting Records

1. Use the navigation techniques detailed above to locate a record.
2. Place the mouse pointer over the **RecNum** in the Record(s) section.
3. Click the left **Mouse** button once. The list of errors appears in the Error(s) Detail List.

13.5 Changing Column Width

All text may not be completely visible in the columns of the **Records with Errors** screen. However, increasing the column width makes data positions visible.

1. Place the **mouse pointer** over the **column divider** (line between columns).
2. The cursor will change to a thick line flanked by left and right arrows.
3. **Click** the **left mouse** button and hold it down.
4. **Drag** the column divider to the **right** and release the mouse button when the desired amount of text is visible.

14. Tested Records Screen

If errors are found in the submission, they can be reviewed by selecting the **View Tested Records** command button. The top of the **Tested Records** screen (shown in *Figure 12*) displays the Record List (identical to that shown in the Records with Errors screen). However, the Error Detail List provides a different view of the data, which can be helpful in identifying field errors.

For navigating in this screen, see Section 13 of this guide.

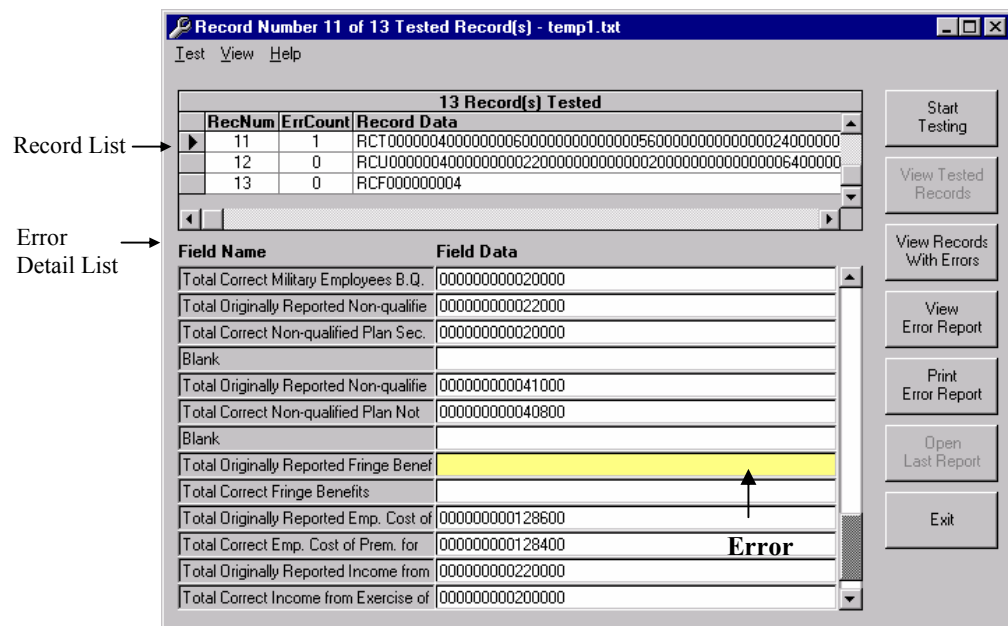


Figure 12: Tested Records Screen

14.1 Viewing Errors in the Tested Records Screen

1. Follow the steps under **Selecting Records** (Section 13.4 of this guide).
2. When selecting a record, the entire record is displayed in the Error Detail List and **errors are highlighted in yellow**.
3. Review the field name and data to determine fields with errors. It is a good idea to refer back to the MMREF-2 for field specifications.

15. Missing Final Record

When testing a large file that is saved on multiple disks or multiple data files, the Message Dialog Box Screen shown in *Figure 13* will be displayed stating that the Final Record (RCF) could not be found.

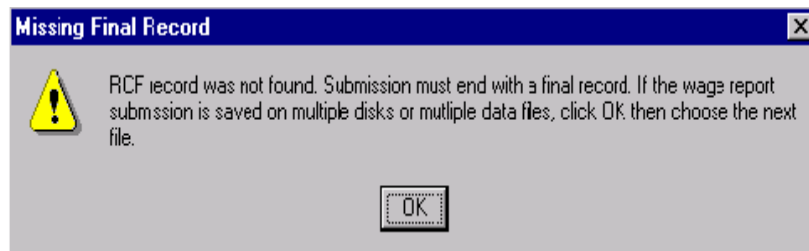


Figure 13: No RCF Record Message Dialog Box Screen

The Message Dialog Box screen appears in the following instances:

- The data file is large, stored on multiple disks or on multiple data files (on the PC) and the RCF record is not on the disk or file currently being tested.
- The data file is stored on a single disk or on a single data file (on the PC) and does not contain a valid RCF record.

15.1 Testing Multiple Disks or Multiple Data Files

If the wage report correction spans multiple disks or multiple data files, use the steps below to continue testing the wage report correction:

- Click **OK** to remove the **Message Dialog** box;
- If the wage report correction is on multiple disks, insert the second disk into the disk drive
or
- If the wage report correction is on multiple data files stored on the PC, access the directory;
- Choose the wage report correction to be tested from the **Open File Dialog** box and
- Continue testing the wage report correction.

15.2 Testing Wage Report Corrections with No RCF Record

If the wage report correction being tested does not span multiple disks or multiple data files, then the RCF record is missing and must be added to the wage report correction. Use the steps below as a general guideline in handling this type of error:

- Click **OK** to remove the **Message Dialog** box.
- Click **Cancel** to exit the **Open File Dialog** box.
- Correct the data file by adding the RCF record (*Note - this action cannot be done through the AccuW2C 2001 Application*).

- Retest the wage report correction.

16. Error Reports

With AccuW2C 2001, Error Reports can be viewed on-screen or printed. Error Reports include:

- Name of wage report correction tested, including path;
- Date test was performed;
- Critical error message, if applicable;
- Number of records tested;
- Number of errors;
- Number of records with error(s);
- Name of field containing error(s);
- Data in field containing error(s) and
- Complete error description.

16.1 Viewing the Error Report

1. Click the **View Error Report** button. (This button is active only when errors are found in the submission from the View Records with Errors screen and the View Tested Records screen.)
2. Choose either **Text** or **HyperText Markup Language (HTML)** as shown in *Figure 14* Report Option Screen. Both options allow viewing and printing of the report.

NOTE: If there are too many errors to display in the text option of the report viewer, AccuW2C will automatically give you the option of saving as a text file. You can save as a text file then open that file to print and/or view, or you can print and/or view from the HTML option.

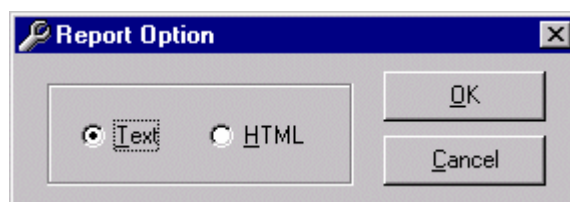


Figure 14: Report Option Screen

3. A window will open containing the results of the test.

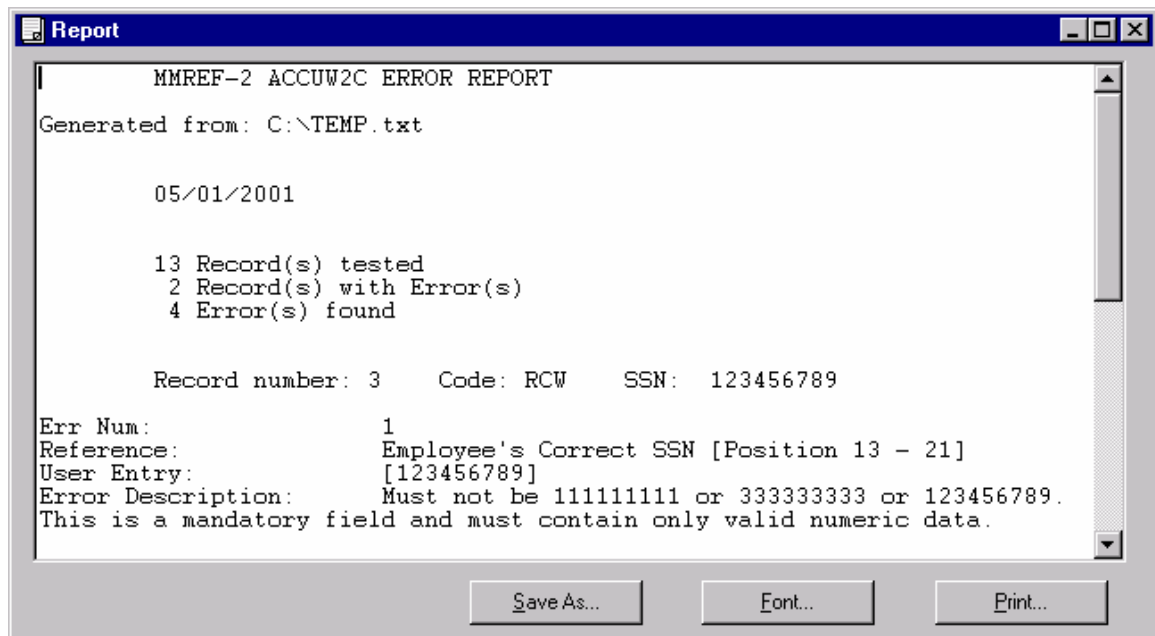


Figure 15: View Error Report Screen – Text Option

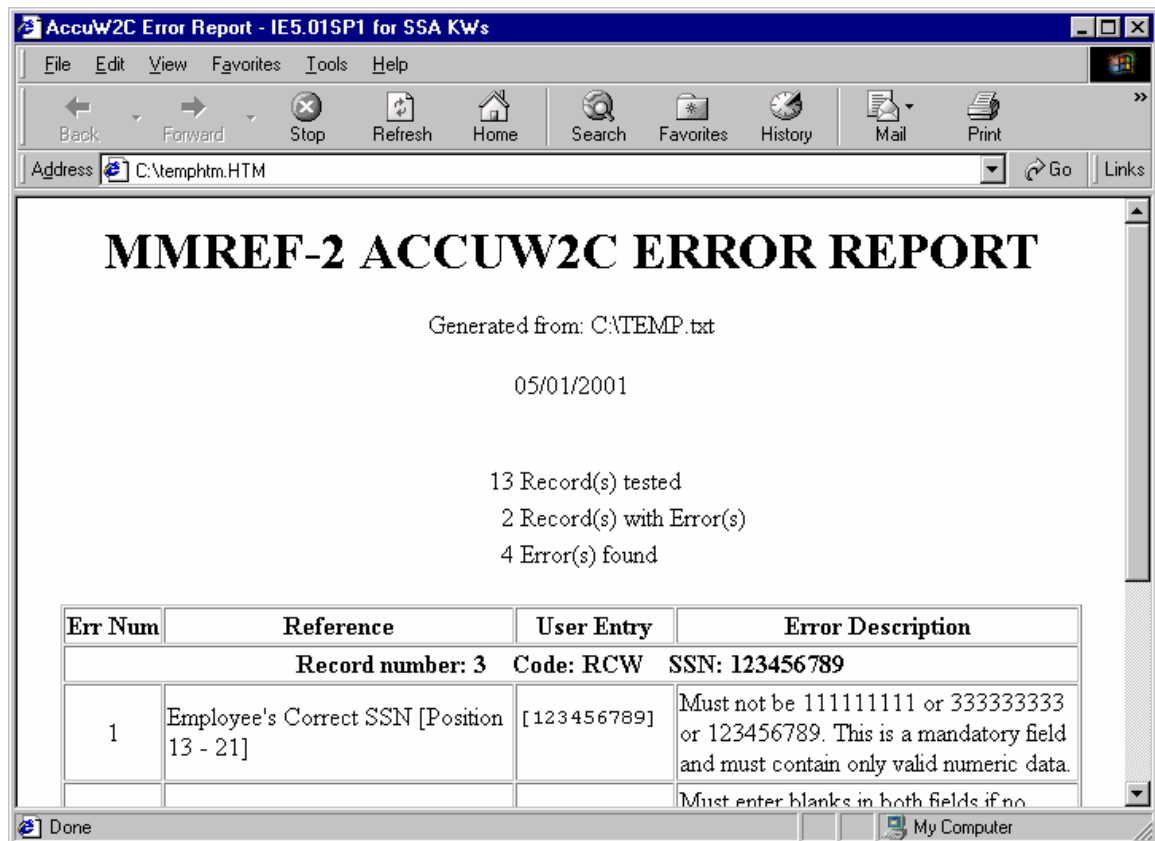


Figure 16: View Error Report Screen – HTML Option

16.2 Printing the Error Report

1. From the Records with Errors screen and the View Tested Records screen, click the **Print Report** button.
2. From the Error Report Screen, click the **Print** button. The **Print** dialog box opens.
3. Select print range and number of copies then click **OK** to print the entire report.

16.3 Saving the Error Report

You may save your error report from either the Text or the HTML option. To save from your browser, follow the instructions provided by that application. To save from the Text option, follow the steps below.

1. Click the **Save As** button while in the Text option of the report viewer.
2. The **Save As** window appears. Enter file name and select the file destination.

17. Correcting Errors

The AccuW2C 2001 16-bit and 32-bit applications are used for testing files only. The applications will not update or modify the original file in any way. Once errors are encountered when testing using the AccuW2C 2001 16-bit and 32-bit applications, you must correct your payroll data and/or software to correct the errors.

17.1 Suggested Steps for Correcting Errors Caused by Missing or Incorrect Data

1. View Error Messages in the Error Detail List
or
Print the Error Report.
2. Determine which fields need to be changed.
3. Access the original file to correct the original data. (This cannot be done using the AccuW2C 2001 16-bit or 32-bit applications.)
4. Test again using the amended file.

17.2 Suggested Steps for Correcting Critical AccuW2C Errors

Critical AccuW2C Errors are errors that cause testing to terminate and are shown in the Critical AccuW2C Error Display located at the bottom of the screen. An example of a critical error is when records are not in the correct sequence or a required record is missing.

1. Use the **Vertical Scroll** bar to view the **Critical AccuW2C Error Display** message.
2. Locate the record containing the **Critical AccuW2C Error** in the **Record List** at the top of the screen.
3. **Print** the Error Report.
4. Determine the cause of the error.
5. Correct the original data and/or software.
6. Test again using the amended file.

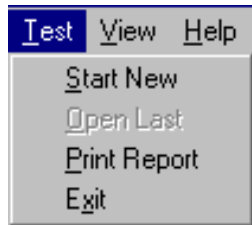
18. Opening the Last Report

AccuW2C 2001 provides the ability to open and view the last report that was tested. Before viewing the last report, the following actions must have occurred:

1. AccuW2C 2001 was started and a wage report correction was tested.
2. AccuW2C 2001 was exited.
3. AccuW2C 2001 was started.

The **Open Last Report** button can only be selected from the **Welcome** screen. When the **Open Last Report** button is clicked, AccuW2C 2001 opens the last wage report correction tested if it is still stored on the PC.

19. Exiting the Program



There are three (3) methods for exiting the AccuW2C 2001 program:

- Click the **Exit** command button located on the right side of the screen
or
- Click the standard Windows close button (the small "x" in the upper right hand corner of the screen)
or
- Choose **Test** and **Exit** from the Menu bar.

Glossary of Terms

AccuW2C

The name of the application used to test MMREF-2 wage submissions.

Agent

An organization authorized to submit wage and tax reports for one (1) or more employers.

ASCII

American Standard Code for Information Interchange. The only acceptable character set for use in AccuW2C 2001.

Byte

A computer unit of measure. One (1) byte contains eight (8) bits and can store one (1) character.

Character

A letter, number or punctuation symbol.

Critical Error

An error that causes AccuW2C 2001 to stop testing a wage report correction.

EIN

Employer Identification Number. A nine (9) digit number assigned by the IRS to an organization for federal tax reporting purposes.

Internet

An international network of public or private networks that can be used by employers or submitters to download the AccuW2C 2001 application using a PC with a modem.

IRS

The United States Internal Revenue Service.

IRS Form W-2

Wage and Tax Statement. Used by employers to report wage and tax data for employees.

IRS Form W-2C

Correction Wage and Tax Statement. Used by employers to report corrected wage and tax data for employees.

Megabyte

A unit of computer storage capacity. Approximately one million bytes.

MMREF-2

A publication distributed by SSA containing specifications for Magnetic Media Reporting and Electronic Filing of W-2C information.

Mouse Pointer

The arrow on the Windows screen that moves when the mouse is moved.

AccuW2C 2001 User's Guide

OWRS

Online Wage Reporting Service. An online service for employers to submit wage data directly to SSA using a PC with a modem.

PC

Personal Computer. A small desktop or portable computer.

RAM

Random Access Memory. Primary storage of data or program instructions that can directly access any randomly chosen location in the same amount of time.

SSA

The Social Security Administration.

SSN

Social Security Number. A nine (9) digit number assigned by SSA.

SSN Verification

A process performed against wage report corrections to verify that names and corresponding SSNs match SSA records.

Submitter

Person, organization or reporting agent submitting wage report corrections to SSA.

Wage Report

Annual IRS Form W-2 wage and tax report submitted to SSA for processing.

Wage Report Correction

Annual IRS Form W-2C correction wage and tax report submitted to SSA for processing.

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